

~~SECRET~~
SECURITY INFORMATION

Chief, Logistics Division, OPC

13 December 1951

Chief, Administrative Services

Vital Materials Program

1. The Machine Records Branch of this office has in its possession the following punched card records which are used in performing certain operations for your office:

<u>Description</u>	<u>Approximate Volume</u>
a. Nomenclature	9,000
b. Material	
Code 1303	101,000
Code 1305	35,000
Code 1308	284,000
Code 1310	1,000
c. Personnel	
Code 1302	3,000
Code 1305	2,000
Code 1307	3,000
Code 1309	1,000
Total	439,000

2. These records contain information which should be considered in carrying out the Vital Materials Program of the Agency. Since they concern functions under the jurisdiction of your office you should determine their record value. The punched cards can be reproduced and made available for deposit if you determine they are vital materials.

3. It will be appreciated if you will review these records and notify me by 17 December 1951 as to whether you consider them vital materials.

16/

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LOG:lw

cc: chrono

 MachRec'ds file

 Vital Materials file

 OPC file ✓

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